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File asst. Comptr

6 August 1951

Chief, Machine Records Division
ATTN : Mr. [redacted]
Finance Division

25X1A9a

Object-Class Accounting by Tab

1. Confirming our recent conversations relative to placement of objective-classification accounts on tab, the following action is requested:

(a) Two accounting clerks are available for training in card-punch operation at any time you are prepared to proceed with training. It is requested that you prepare a schedule at the earliest possible time in order that we may adjust work assignments to conform therewith.

(b) It is requested that a late model key punch machine be made available to the Finance Division in order that punch cards may be prepared within the Division from basic accounting documents. It is understood that if such machine can be made available from stock that a replacement will be required; however, we emphasize the immediate need within the Finance Division and request that the machine be assigned to us prior to replacement.

2. As advised by [redacted] placement of objective-classification accounting on tab is considered a priority job. Therefore, anything you can do to expedite the training of two of our employees and assignment of a punch machine will be appreciated. In any event, we request positive information as to training dates and availability of a machine.

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[redacted]
Acting Chief, Finance Division

VRT:mct

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